

ESORICS

Guidelines for organizing ESORICS Workshops

Introduction

ESORICS is the annual European research event in Computer Security. The Symposium started in 1990 and has been held in several European countries, attracting a wide international audience from both the academic and industrial communities.

Each year, following submission and approval of proposals, a number of Workshops may be held in conjunction with the ESORICS main conference. A Workshop should aim at providing a forum on emerging topics of high interest to the security and privacy community.

The duration of a workshop can be half day, one day or two days.

This document provides guidance to ESORICS main conference and workshop organizers on a number of matters of common interest.

Workshop proposal submission and approval: The ESORICS Workshop Chair has overall responsibility for all matters relevant to ESORICS Workshops. A Call for Workshop proposals will appear on the ESORICS main conference website, following the template in the document titled “CALL for ESORICS WORKSHOP PROPOSALS”. Potential ESORICS workshop organizers submit proposals using the template in the document titled “ESORICS WORKSHOP APPLICATION FORM”. The ESORICS Workshop Chair reviews the received applications and proposes to the ESORICS organizers the workshop proposals to be approved. In selecting workshops particular consideration will be paid to:

- The workshop’s potential interest for the security and privacy community.
- Its novelty with respect to other forums, especially with respect to other ESORICS workshops.
- Its likely impact on the target community, including likely high participation.

and to the available rooms at the conference site.

Workshop publicity: Each workshop is expected to create and maintain its own website and to make arrangements for its own individual publicity. A link to this site from the ESORICS website will be provided.

Workshop technical programme and proceedings: Workshop organizers have sole and full responsibility for all matters related to the submission, review, and selection

of the papers to be presented at their workshop, and for the publication of the proceedings. Relevant dates should be appropriately aligned with those of the main ESORICS conference.

Workshop registration: The workshop registration process will be handled by the main ESORICS conference organizers. The ESORICS main conference organizers will ensure that accommodation arrangements will be extended to workshop delegates.

Workshop registration fees: The levels of both main ESORICS conference and workshop registration fees are determined so as encourage good attendance. They include a discount to ease that both conference and workshop registrations are booked at the same time. A registration fee that allows attendance of all workshops applies. Delegates will be allowed to attend sessions of any workshop; the ESORICS workshop chair will propose some coordination of running orders, to encourage good attendance per workshop. It will be possible for workshop delegates and accompanying persons to register for all social events at the same rates as main ESORICS conference delegates.

A reduced early registration fee will apply for all registrations completed before the early registration deadline. The latter will be aligned to the scheduled '*notification to authors*' deadline informed to the workshop chair in the workshop application form. The *workshop early registration deadline* discount is expected to give potential delegates and workshop organizers enough time to register to the event swiftly.

At least one author of each workshop accepted paper has to cover a regular registration before this deadline. For authors with multiple accepted papers, one regular registration per accepted paper shall be covered.

The workshop registration payment will be handled by the ESORICS main conference organizers. On-site registration will also be possible if needed.

Workshop financial matters: The ESORICS main conference organizers will take care of all matters, including payments, of the room hire and catering/refreshments during the workshop days.

Each workshop with at least 6 accepted papers will be allocated the following:

- 1x free workshop registration per 6 accepted papers (i.e., every 6 workshop accepted papers gives the workshop organizers 1x free workshop registration, up to 3x);
- A free-spend budget of 50€ per accepted paper (e.g., 10 accepted papers = 500€ free-spend budget).

The first goal of the workshop organizers is to reach 6 accepted papers for their workshop. This triggers the workshop model with free registrations and workshop free-spend. How the free-spend budget is used is completely up to the workshop

organizers. It could, for example, be used for guest travel, guest accommodation, for proceedings or perhaps to pay for additional registrations. The workshop free-spend can be used to directly place an order on your behalf (rather than claiming back expenses), but the workshop organizers need to present this to the ESORICS workshop chair with a simple order request, e.g., buy items X from supplier Y at an agreed price of €Z.

The free workshop registrations exclude participation at the main conference. Workshop organizers may request to the ESORICS workshop chair to request waivers at the main conference (e.g., using the free-spend budget to waive a full registration including both ESORICS and the workshops, covering the difference, etc.). Free registration and waivers at the main conference can also be requested using the sponsorship levels of the workshops. Workshop organizers are welcome to look for sponsorship, to cover part of their activities. Nevertheless, workshop sponsorship shall be notified to the ESORICS main conference organizers, to avoid conflicts or incompatibilities.

Visa invitation letters: The ESORICS workshop chair, on behalf of the ESORICS general chair, will prepare and sign the visa invitation letters for the workshop delegates, upon their request. Since the visa relates to the hosting country, some authorities may request a visa letter that comes directly from the venue. In such cases, the ESORICS workshop chair will request the ESORICS general chair to generate and sign the visa invitation letter.

Proceedings and workshop program: The handling/format of workshop proceedings is for the workshop organizers to decide; these can be a mixture of printed or online access, depending on delegate preference. The workshop organizers will cover any additional costs, such as production or shipment of post-proceedings.

The ESORICS workshop chair will schedule a final deadline for the receipt of one sheet PDF workshop program schedule (for printing some hard copies of the program for copy/inclusion in delegate bags).